DEPARTMENT OF ADMINISTRATION PUBLIC RECORDS BOARD PRB-001 (R 04/2010) PAGE 1 OF 3

Records Retention / Disposition Authorization

 Instructions for completion are provi 	ded on pages 2-3.		1. Retention/Dispo	osition Authorization # (RDA)
• In accordance with s.16.61, Wis.			Sequential Number	Suffix
approved by the Agency and the Po			309	•
of creation of the records series and	•		2. Agency Number	3. Unit Number
 Field #1 - Agency Records Officers which are subject to PRB approval 			437	500
number, leave this field blank and the PRB will assign the numb				New Amended
 Agency Records Officer: Review & approve RDA; Assi applicable. Forward original <u>only</u> to the PRB. Maintain an ager the Board's review process. 		ign RDA #, if	_ ·	
		ncy copy during	⊠ Sunset/Renewal	Closed/Superseded
5. Agency Name				
Department of Children and Families				
Division Name		Subo	livision Name	
Division of Management Services		Colle	ections Section ·	
6. Record Series Title				
Returned Mail-Tax Intercept Program				
7. Record Series Life Cycle Dates		8. Medium fe	or Records Storage – Chec	k all appropriate categories
!	Year of Final Disposition			N -
1995		☐ Electronic/□	Digital Microform	Paper
	•	Other (Spec	cify)	-
9. Retention Time Period - Specify	Actual Period	10. Event the	at Initiates the Start of the	Retention Time Period
Yrs Mo Wks	Days Permanent	Creation F	iscal Other (Specify)	-
6		☐ (CR) [] (FIS) 🛛 Closed	•
11. Disposition	·····			
	to State Archives (WHS)	Transfer t	o Other Location (Specify)	
☐ Destroy ☐ Transfer	to State Archives (WHS) to UW Archives	∐ Transfer t	o Other Location (Specify)	•
☐ Destroy ☐ Transfer ☐ Destroy Confidential ☐ Transfer	to UW Archives	d to the Division	of Management Services (D	
☐ Destroy ☐ Transfer ☐ Destroy Confidential ☐ Transfer 12. Records Series Description	ept notices that are returned viduals are notified of the these notices. When these	d to the Division state's intent to o	of Management Services (D ffset their federal and or stat ned to DMS as undeliverable	e income tax refunds. The
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